

Title 4
ADMINISTRATION
Part V. Policy and Procedure Memoranda
Chapter 9. Reporting of Professional Services CPM Number 37

(Editor's Note: Form No. PR-7 was revised October 1980 and is not included. Copies of the revised form may be obtained from Forms Management, Division of Administration, Box 94095, Capitol Station, Baton Rouge, LA 70804-9095. Instructions for reporting professional services may be obtained from Appropriations Control, Division of Administration, Box 94095, Capitol Station, Baton Rouge, LA 70804-9095.)

Subchapter A. Introduction

§901. Purpose

A. It is the purpose of this memorandum to provide for a central listing in the Division of Administration of architects, engineers, clerks of the work, and attorneys, including bond attorneys or counsel, etc.; to require quarterly reports from each state agency, including non-budget units, containing information relative to such professional persons or firms employed or retained by each, the nature and duration of their services rendered to said agency, the amount of their fees and compensation, and any other information deemed pertinent by the commissioner of the Division of Administration, and to provide further with respect to the above.

AUTHORITY NOTE: Promulgated in accordance with R.S. 39:10.1.

HISTORICAL NOTE: Written by the Office of the Governor, Division of Administration, August 1, 1972, promulgated LR 1:101 (February 1975).

§903. Professional and Other Services; Reports

A. The Division of Administration shall establish and maintain a central file or listing of all architects, engineers, clerks of the work, attorneys, including bond attorneys or counsel, and public relations persons or firms employed or retained by each state agency, board, commission, or department, including non-budget units. Each such list shall be kept separately by profession, and shall contain information relative to such employment or retention, including a detailed description of the nature of services rendered to the agency, the extent and duration of such services, the amount of the fee or other compensation paid in return for such services, and any other information deemed pertinent by the commissioner of the Division of Administration.

B. Each state agency, board, commission or department, including non-budget units, shall forward, on a quarterly basis on forms to be supplied by the Division of Administration, a report of all professional services retained or employed which are required to be listed in a central listing as provided in §903.A. Each quarterly report to the Division of Administration shall contain the data and information required to be listed under the provisions of Section 903.A and shall be for the period covering the quarter immediately preceding the date of the quarterly report, and such reports shall be submitted no later than 15 days after the end of each such quarter.

C. The Division of Administration shall establish and maintain a complete listing of all state agencies, boards, commissions, or departments, including non-budget units, which have failed to file the reports required under the provisions of this section within 15 days after the end of each quarter. Said list shall then be submitted to the legislative budget committee and the office of the legislative auditor for their information.

D. The Division of Administration shall provide the office of the secretary of state with a complete listing, as herein provided, of all persons or firms who render professional services and who are retained or employed by each state agency, board, commission, or department, including non-budget units, and said listing shall be provided no later than 30 days after the end of each quarter. The secretary of state shall make all such listings and information available for public inspection and shall, upon request of the legislative council, provide copies or allow the reproduction of copies of any such listing or information within the offices of the legislative council.

E. Any officer or employee of the state who shall willfully fail to comply with the provisions of this Section shall be deemed guilty of misconduct and shall be subject to demotion, suspension, or dismissal from state service, in the discretion of his appointing authority.

F. All listings and information required to be established and maintained under the provisions of this Section shall be open to public inspection, and except to the extent otherwise provided herein, shall be subject to the provisions of R.S. 44:1-44:40.

G We are attaching detailed instructions for reporting professional services, a copy of Form PR-7 (Rev. 7-71), a specimen copy of a completed PR-7 form, and a specimen copy of a completed EDP professional services report form.

H. Those agencies that are reporting professional services for the first time will use the typed PR-7 form. Thereafter, the EDP form will be submitted.

I. Professional services that are not listed on the EDP form will be added by submitting additional listing on the typed BF-7 form. This form may be duplicated as needed.

J. This memorandum supersedes PPM Number 31, dated October 25, 1968, and PPM Number 37, issued under date of August 10, 1971, and all other memoranda and manuals in conflict herewith.

AUTHORITY NOTE: Promulgated in accordance with Act 328 of 1972 Regular Session of the Legislature (R.S. 39:10.1).

HISTORICAL NOTE: Written by the Office of the Governor, Division of Administration, August 1, 1972, promulgated LR 1:101 (February 1975).

Subchapter B. Instructions for Reporting Professional Services

§905. General Information

A. The Division of Administration will mail quarterly to each agency two copies of a computer listing of persons or firms contracted by your agency in previous quarters. The agency will update the report for current quarter.

B. After updating, one copy of the form must be submitted to the Division of Administration no later than the 15th day of the month following the close of the quarter. Do not attach this report to the budget quarterly report.

C. Identification numbers of persons or firms contracted must be reported in form as shown on specimen attached to PPM 37. Refer to Subchapter B, §907.C.5-6.

AUTHORITY NOTE: Promulgated in accordance with R.S. 39:10.1.

HISTORICAL NOTE: Written by the Office of the Governor, Division of Administration, August 1, 1972, promulgated LR 1:101 (February 1975).

§907. Specific Information

A. Enter "Quarter Ending Date" and "Date of Report."

B. Under columns headed "Compensation Paid During Quarter," enter actual disbursements made during quarter from federal and state funds. Enter a zero under each category if there are no payments made.

C. Corrections to List. All corrections referred to in following paragraphs are to be made on the computer listing sent to you. New professional services not listed on computer form must be submitted on Form PR-7 (Rev. 7-71).

1. Firm or person ID number listed as 99-9999999 indicates that a number was not supplied by your agency.

2. Asterisks shown under columns "Contract Date" or "Estimated Completion Contract" indicate that the agency did not submit this information.

3. Zeros are shown under column headed "Total Amt. Contract" if no information was submitted.

4. Contracts which are completed must be deleted by drawing a line through the "Name" and "Description of Services Rendered."

5. Social Security number of individual(s) will be shown in the following order.

a. Three digits, dash, two digits, dash, and remaining four digits. For example: 999-99-9999

6. Firm federal ID number will be shown in order as follows.

a. Two digits, dash, and then the remaining seven digits. For example: 99-9999999

D. Negative reports must be submitted by agency if no services were contracted. The agency will be listed as not reporting if a negative report is not submitted. This is an indication that the agency has not complied with the R.S. 39:10.1 Subsection (E) which states,

"Any officer or employee of the state who shall willfully fail to comply with the provisions of this Section shall be deemed guilty of misconduct and shall be subject to demotion, suspension, or dismissal from state service, in the discretion of his appointing authority."

AUTHORITY NOTE: Promulgated in accordance with R.S. 39:10.1.

HISTORICAL NOTE: Written by the Office of the Governor, Division of Administration, August 1, 1972, promulgated LR 1:102 (February 1975).

§909. Instructions

A. Column 1. Record the name of the person, or firm name of the company employed, or contracted to perform the services.

B. Column 2. If the individual is not associated with a firm and/or is performing the services as an individual contractor, record the individual's Social Security number; however, if the party to the contract is a firm, partnership, association, or corporation, use the firm's federal identification number.

C. Column 3. Indicate the numerical code listed below to describe the type of services for which you are contracting:

1. attorneys, bond counsel, or other legal work or expenses;
2. architect;
3. public relations;
4. management consultants;
5. medical services, including nursing, medical specialists, or medical technicians;
6. veterinary or veterinary type services;
7. engineering and engineering type services, including drafting;
8. clerks of the work;
9. instructors, professors or academic or vocational instructors;
10. accounting;
11. data processing rental contracts;
12. data processing consultants;
13. other.

D. Column 4. Record a brief description of the services performed.

E. Column 5. Record the date of the contract or agreement under which the work is being performed.

F. Column 6. Record the total amount of the contract or the estimated annual anticipated amount where the services contracted for are of an "as needed" basis, and the amount is indefinite. In the case of services contracted for on a "retainer" basis, include the annual amount anticipated.

G. Column 7. Record the amount paid during the quarter, excluding any amounts owed or not paid. Use column 7(a) to record the amounts of federal funds, if any, paid on this contract. Record the amount of state funds paid under this contract in column 7(b).

H. Column 8. Record the date at which the contract is expected to be completed or terminated.

I. Column 9. If the individual or firm is on a retainer, indicated the approximate monthly retainer paid.

J. Note: In columns 6, 7, and 9 requiring dollar amounts, record whole dollars only.

AUTHORITY NOTE: Promulgated in accordance with R.S. 39:10.1.

HISTORICAL NOTE: Written by the Office of the Governor, Division of Administration, August 1, 1972, promulgated LR 1:101 (February 1975).